



DEPARTMENT OF THE NAVY

NAVAL AIR STATION

LEMOORE, CALIFORNIA 93246-5001

IN REPLY REFER TO:

NASLEMINST 1620.3
39000
08 AUG 1991

NAS LEMOORE INSTRUCTION 1620.3

From: Commanding Officer, Naval Air Station, Lemoore

Subj: NAS LEMOORE EXTRA DUTY/HARD LABOR WITHOUT CONFINEMENT

Ref: (a) Manual for Courts-Martial
(b) U.S. Naval Regulations

Encl: (1) Procedures Regulating Extra Duty and Hard Labor
without Confinement
(2) Orders to Carry Out Normal Punishments
(3) Orders to Carry Out Hard Labor without Confinement

1. Purpose. To issue regulations governing and implementing extra duty and hard labor without confinement at Naval Air Station Lemoore per references (a) and (b).

2. Scope. This instruction applies to and governs all personnel attached to NAS Lemoore and tenant command personnel assigned to NAS Lemoore when assigned extra duty or hard labor without confinement. Enclosure (1) details the procedures regulating the assignment.

3. Publication. This instruction shall be read by all personnel assigned duties in connection with the assignment or supervision of personnel awarded extra duty or hard labor without confinement, and by tenant commands to ensure proper execution of administrative procedures.

4. Action. The Discipline Officer shall require that each enlisted person, sentenced or awarded extra duty or hard labor without confinement, is presented with a copy of enclosure (2) or (3), as applicable. The member shall read and certify by signature that he/she fully understands the orders and instructions contained therein. Noncompliance with these orders shall constitute a violation of the Uniform Code of Military Justice.


J. E. HART

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Procedures Regulating Extra Duty and Hard Labor
Without Confinement

1. Definitions.

a. Extra Duty. Extra duties involve the performance of duties in addition to those normally assigned to the person undergoing the punishment. Extra duties may include fatigue duties. Military duties of any kind, except watch or guard duty, may be assigned as extra duty. However, no extra duty may be imposed which constitutes cruel or unusual punishment or which is not sanctioned by the customs of the Naval Service. Extra duties assigned as punishment to a petty officer should not be of a kind which demeans his/her grade or position. Extra duty cannot exceed 45 days.

b. Hard Labor Without Confinement. Hard labor without confinement is performed in addition to other regular duties and does not excuse or relieve a person from performing regular duties. Hard labor may include fatigue duties. Military duties of any kind, except watch or guard duty, may be assigned as hard labor. However, no hard labor may be imposed which constitutes a known safety or health hazard to the member or which constitutes cruel or unusual punishment or which is not sanctioned by the customs of the Naval Service. Hard labor without confinement may be adjudged for no more than 45 days for each month of authorized confinement and in no case for more than 90 days.

2. Administration.

a. The Discipline Officer will ensure that a copy of the "Orders to Carry Out Normal Punishments" or "Orders to Carry Out Hard Labor without Confinement", as appropriate, is prepared and executed for each member receiving extra duty or hard labor without confinement.

b. Upon receipt of the orders, the member, with escort, will report to the Chief Master-At-Arms (CMAA), Building 861, for check-in with the original orders and two copies.

c. The Chief Master-At-Arms is responsible for the administration and supervision of the Extra Duty and Hard Labor without Confinement programs.

3. Performance.

a. Hard Labor/Extra Duty is performed every Monday through Saturday from 1745 to 1945, holidays included.

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b. Personnel performing hard labor/extra duty will muster with the duty MAA watch supervisor at Building 861 (Detention Facility) by 1745, Monday through Saturday, in dungarees.

c. Work assignments will be promulgated for each muster by the duty MAA watch supervisor.

d. Hard labor/extra duty will not be performed on Sundays, though Sundays will count in computation of the period for which such punishment is imposed.

e. In the event that a member is unable to perform his/her assigned punishment at the time specified due to a watch, sick in quarters, etc., the member's leading petty officer must notify the Chief Master-At-Arms prior to 1600 that day. Normally a watch should not be scheduled during these hours. SIQ's require that a SIQ chit be presented to the Chief Master-At-Arms the next working day.

f. Failure to follow the hard labor/extra duty orders will result in further disciplinary action.

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From: Commanding Officer, Naval Air Station, Lemoore
To:

Subj: ORDERS TO CARRY OUT NORMAL PUNISHMENTS

Ref: (a) Manual for Courts-Martial
(b) U.S. Navy Regulations
(c) NASLEMINST 1620.3

1. You appeared at Commanding Officer's Mast on _____ and were awarded _____ days extra duty. The final day that extra duty will be performed is _____.

2. Immediately upon receipt of these orders, you will report to the Chief Master-At-Arms, NAS Lemoore and under his supervision, perform the above extra duty. In the event that you are unable to perform at the time specified due to a watch, sick in quarters, etc., you will have your leading petty officer notify the Chief Master-At-Arms prior to 1600 of the day in question. SIQ's will require an SIQ chit on the next working day.

3. The Chief Master-At-Arms will supervise the extra duty to be performed in accordance with references (a) through (c).

4. The hours of extra duty will normally be from 1745 to 1945, Monday through Saturday including holidays. Extra duty will not be performed on Sundays, although Sundays count in the computation of the period for which punishment is imposed.

5. Failure to carry out these orders will result in further disciplinary action.

6. Upon completion of this punishment, the Chief Master-At-Arms will notify the Station Judge Advocate that such punishment has been completed.

By direction

I certify that I have read and understand the above orders and will comply with the same.

Witness

Member

Encl (2)

From: Commanding Officer, Naval Air Station, Lemoore
To:

Subj: ORDERS TO CARRY OUT HARD LABOR WITHOUT CONFINEMENT

Ref: (a) Manual for Courts-Martial
(b) U.S. Navy Regulations
(c) NASLEMINST 1620.3

1. You appeared at a _____ Courts-Martial on _____ and were awarded _____ days hard labor without confinement. The final day that hard labor will be performed is _____.

2. Immediately upon receipt of these orders, you will report to the Chief Master-At-Arms, NAS Lemoore and under his supervision, perform the above hard labor. In the event that you are unable to perform at the time specified due to a watch, sick in quarters, etc., you will have your leading petty officer notify the Chief Master-At-Arms prior to 1600 of the day in question. SIQ's will require an SIQ chit on the next working day.

3. The Chief Master-At-Arms will supervise the hard labor to be performed in accordance with references (a) through (c).

4. The hours of hard labor will normally be from 1745 to 1945, Monday through Saturday including holidays. Hard labor will not be performed on Sundays, although Sundays count in the computation of the period for which punishment is imposed.

5. Failure to carry out these orders will result in further disciplinary action.

6. Upon completion of this punishment, the Chief Master-At-Arms will notify the Station Judge Advocate that such punishment has been completed.

By direction

I certify that I have read and understand the above orders and will comply with the same.

Witness

Member

Encl (3)